

**Moultonborough Planning Board  
P.O. Box 139  
Moultonborough, NH 03254**

**Regular Meeting**

**June 22, 2016**

**Minutes**

Present: Members: Scott Bartlett, Rich Kumpf, Joanne Farnham, Kevin Quinlan, Allen Hoch,  
Norman Larson, Russ Wakefield (Selectmen's Representative)  
Alternate: Rich Thorman  
Staff Present: Administrative Assistant, Bonnie Whitney

**I. Pledge of Allegiance**

The Chairman opened the regular meeting at 7:00 PM, led the Pledge of Allegiance and then the members introduced themselves to the public.

**II. Approval of Minutes**

**Motion:** Mr. Hoch moved to approve the Planning Board Minutes of June 8, 2016, as corrected, seconded by Mrs. Farnham, carried unanimously.

**III. Citizen's Forum**

**IV. New Submissions**

1. White Pines Trust; Robert White & Sharon White, Trustees (194-34.1) (Eagle Shore Road)  
Conditional Use Permit

Mr. Wakefield disclosed for the record that several years ago he had done work on this property and asked the applicant and board members if they had any objections with him remaining seated on the board for the hearing. The applicant and members had no issues with Mr. Wakefield being seated for the White Pines Trust hearing.

The Chair stated that this was an application for a Conditional Use Permit to construct a driveway that will cross a forested wetland and its 50' wetland setbacks in order to reach the building envelope, and CCP culverts will be placed under the driveway within the crossing.

Mr. Wakefield indicated that he had reviewed the material and that the application was in order for acceptance and scheduling of a public hearing by the board for this evening.

**Motion:** Mr. Wakefield moved to accept the application of White Pines Trust; Robert White & Sharon White, Trustees (194 – 34.1) and to schedule a hearing for this evening, seconded by Mrs. Farnham, carried unanimously.

**V. Boundary Line Adjustments**

**VI. Hearings**

1. White Pines Trust; Robert White & Sharon White, Trustees (194-34.1) (Eagle Shore Road)  
Conditional Use Permit

Nicol Roseberry, of Ames Associates, agent for the applicants, Robert White and Sharon White, presented the application for conditional use permit (CUP). Robert and Karen White were present in the audience for the hearing. The proposal is to construct a driveway that will cross a forested wetland and its 50' wetland setbacks in order to reach the building envelope, and CCP culverts will be placed under the driveway within the crossing. They have received a wetlands permit from NHDES #2016-00604 to impact 1,550 square feet of forested wetlands to provide access to a single family residence, subject to eleven (11) project specific conditions. Mrs. Roseberry briefly described the history of the property. The Lot was created in 2009 as part of a two lot subdivision. The access for the newly created lot was over TM 194, Lot 34. At this time, the applicants would like to provide a driveway for Lot 34.1 located entirely on the lot. Mrs. Roseberry answered questions from the Board.

Members questioned if there was still enough space for a septic system to be designed/installed between Eagle Shore Road and the 50' setback from the wetland if the new driveway location is approved and installed. Mrs. Roseberry stated yes.

Mr. Kumpf questioned if the two proposed turnouts, noting one was close to the boundary line, asking if that complied with our regulations. It was noted yes, as there is not a setback requirement for a driveway on a residential lot. He then asked if the Fire Chief had affirmed they could get equipment into the site and turned around. It was again noted that this is a driveway for a single family dwelling and that there is no requirement regarding access to a single family home.

Mr. Quinlan questioned if there were any issues or objections from the abutters. Mrs. Roseberry stated none she was aware of, and the abutters were notified for both the DES Wetland application and the application for the Conditional Use Permit.

It was noted that the driveway access for Lot 34 is currently across Lot 34.1, and the proposal is to construct new curb cuts from Eagle Shore Road for both Lot 34 and 34.1, with the question being have they applied for and received driveway permits from the Town? It was noted that they have not and that this could be a condition of approval.

The Chair stated there were no members from the public present. There being no further questions or comments from the Board or the public, the Chair closed the Public Hearing.

**Motion:** Mrs. Farnham moved to approve the Conditional Use Permit for White Pines Trust; Robert White & Sharon White, Trustees, Tax Map 194, Lot 34.1 as presented with the following conditions; Receipt of Town of Moultonborough Driveway Permits for both parcels, Tax Map 194, Lots 34 and 34.1; Add the Surveyor's stamp and signature to the plan prior to Planning Board Chairman Signature of the plat; The owner's signature block and signatures to be added to the plan prior to Planning Board Chairman Signature of the plat; Final Plans be submitted to the Development Services in CAD and pdf format, seconded by Mr. Kumpf, carried unanimously.

## **VII. Other Business/Correspondence**

1. Board Members were in receipt of a letter dated June 15, 2016 from the Code Enforcement Officer (CEO) regarding Tax Map 141, Lot 9. The CEO has indicated that it appears that the site is in violation of their site plan approval, and has requested the Planning Board schedule a compliance hearing to address the non-compliance of the site. The Chair stated that he had reached out to the Town Administrator (TA) regarding Compliance Hearing Procedures. In turn, the TA posed the question to the new attorney, who stated that he would prefer that the Board hold off on taking any action this evening so that he may get up to speed, once he receives the necessary information regarding this matter. It was the consensus of a

majority of the Board to table this matter until such time that the attorney has an opportunity to review the necessary information as requested, and identifies the procedure going forward.

**Motion:** Mr. Quinlan moved that the board table the CEO's request to schedule a compliance hearing until such time that the attorney may receive and review the relevant documents concerning the violation(s) at issue, seconded by Mrs. Farnham, carried unanimously.

2. The Chair stated that the Selectmen have contracted with Lakes Region Planning Commission to help complete the Master Plan update. Following is the proposal for the completion of the project.

Project Timeline: June 2016 - Start Date October 2016 - Completion Date  
Anticipated Completion Dates:

Land Use and Vision	Drafts – July 15 Finals – July 29
Implementation	Draft - August 19 Final – September 30
Transportation	Draft – September 9 Final – September 30
Executive Summary	Draft – October 7 Final – October 21

3. Review of the following draft amendment to the Zoning Ordinance: Village Overlay District Ordinance Board Members were provided with the most recent draft revision of the proposed Village Overlay District Ordinance, prepared by Rich with a revision date of June 22, 2016. The revision included updates from Norman on the first page, adding 7 items (yellow/italics) to the original 7 items. (there are now 14!), Norman also eliminated the last section: V Addendum Infill Development Requirements, and based on simplification suggestions from Kevin at the last meeting, Rich struck out several of the items listed in: 'C. Permitted Principle Uses and Structures'. Rich commented that there were a few other minor updates/concatenations were made to the document.

Members discussed the draft as revised. It was noted again, the need to work on specified boundaries for the nodes. There were a few additional suggestions and edits made to the draft.

Rich will make the changes as discussed this evening and get a final draft to the Office of Development Services.

The Chair commented that he would like to wrap-up revisions to the draft document, asking members when they receive the final draft to take a look at it and hopefully be prepared to bring it to a vote on their next meeting on July 13<sup>th</sup>.

4. It was the decision of the Board that they would not have a work session on the "fifth" Wednesday this month, June 29<sup>th</sup>. Their next regular meeting will be July 13<sup>th</sup>, 2016.

5. Mrs. Farnham noted that the CIPC will met tomorrow, June 23<sup>rd</sup> to begin rating individual projects which were submitted by the Department Heads over the last few meetings.

**IX. Adjournment:** Mr. Wakefield made the motion to adjourn at 8:27 PM, Seconded by Mrs. Farnham, carried unanimously.

Respectfully Submitted,  
Bonnie L. Whitney  
Administrative Assistant

NOTICE: These DRAFT Minutes have not been formally approved by the Planning Board.  
Please contact the Office of Development Services after the next regularly scheduled meeting  
of the Moultonborough Planning Board to be held on the 2nd and 4th Wednesday of each month,  
to learn if any corrections, additions or deletions were made.